

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

EDUCATION CONSULTANT MANAGER

JOB DESCRIPTION

Employees in this job direct the activities of education consultants who consult and provide technical assistance to education officials in general education programs, special education, higher education, school districting, education research, vocational education or education guidance programs. The employee may also supervise subordinate employees providing support to a particular educational area. The employee ensures conformance with State Board of Education rules, policies, and procedures and ensures that program funding is expended in accordance with federal or state guidelines. The employee works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, laws, and regulations of education programs and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Education Consultant Manager-3

Education Consultant Manager 14

The employee serves as a first-line manager of one professional subordinate position or of two or more non-professional subordinate positions.

Position Code Title – Education Consultant Manager-4

Education Consultant Manager 15

The employee serves as a first-line manager of two or more professional subordinate positions, or as a manager of one professional subordinate position receiving executive direction

Position Code Title – Education Consultant Manager-5

Education Consultant Manager 16

The employee serves as a second-line manager with responsibility for directing the work of subordinate employees through first-line, 15 level, Education Consultant Managers.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the provision of consultative services to local school districts in the areas of instructional and curriculum problems, teacher education, and/or other school areas.

Advises school administrators, citizen's groups, and others in planning education programs.

Functions as liaison between the Superintendent of Public Instruction, local school districts, and the public.

Evaluates the effectiveness of existing programs and makes recommendations for new programs.

Develops, administers, and monitors state and federally funded school grant programs and their expenditures to ensure compliance with program criteria.

Advises school officials in the initiation, evaluation, and improvement processes of their programs with particular reference to the requirements and plans of the State Board of Education.

Responds to inquiries from the public, private organizations, school districts, higher education institutions, and other public agencies regarding due process, procedural safeguards, and other legal and regulatory issues involving education programs.

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Assists in the development of legislation, policies, goals, and objectives of departmental education programs.

Provides assistance to local communities in initiating, evaluating, and improving their education programs.

Coordinates activities with other divisions having programs affecting elementary and secondary education.

Reviews requests for grant monies in conjunction with program criteria and recommends approval or disapproval of proposals.

Directs efforts to avoid duplication in campus and extension course offerings, without loss of services to the citizens of the state.

Monitors evaluation, research, and assessment designs submitted by local school districts, universities, or other program-grant applicants.

Delivers speeches and writes articles in the field of education.

Gathers data and compiles reports of grant program compliance and expenditures.

Serves as a member or secretary of subcommittees on various education problems, as assigned.

Consults and advises state, national, and private agencies regarding education programs.

Conducts and participates in education research and educational studies; interprets research findings to school officials.

Performs related work appropriate to the classification level as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 14-level and thorough knowledge is required at the 15-16 levels.

Knowledge of educational philosophy, objectives, and techniques.

Knowledge of the principles and practices of curriculum planning and instructional methods applicable in elementary, secondary education, or higher education.

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Knowledge of one or more of the following educational program areas: general education, special education, higher education, school districting, education research, education guidance, or vocational education.

Knowledge of the theories and techniques involved in organizing education programs.

Knowledge of the laws and regulations pertaining to the field of education.

Knowledge of recent developments and current literature in the field of education.

Knowledge of training and supervisory techniques.

Knowledge of departmental policies and procedures.

Knowledge of administrative techniques.

Knowledge of the principles and practices of research, evaluation, and assessment.

Knowledge of standard measures and statistical tools used in education research, evaluation, and assessment.

Knowledge of the various scholarships and grants available to students attending institutions of higher education.

Knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to direct a program providing consultative services to local school districts.

Ability to analyze the conditions and needs of local school districts.

Ability to administer scholarships and grants.

Ability to plan and conduct regional and state conferences relating to educational programs.

Ability to provide leadership in the field of instruction to boards of education and school administrators.

Ability to obtain cooperation from teachers, school administrators, and others in carrying out the programs of the department.

Ability to speak effectively before large groups on education issues.

Ability to maintain records, prepare reports, and compose correspondence.

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Ability to communicate with others, both verbally and in writing.

Working Conditions

Some positions require travel.

Physical Requirements

None.

Education

Possession of a master's degree in education, higher education administration, guidance and counseling, school psychology, educational psychology, school social work, the social sciences, vocational education, or mathematics, or a field related to education program administration (nonacademic).

Experience

Education Consultant Manager 14

One year of professional experience equivalent to an Educational Consultant P13.

Education Consultant Manager 15

Two years of professional experience equivalent to an Education Consultant P13.

OR

One year of professional experience equivalent to an Educational Consultant 14 or Education Consultant Manager 14.

Education Consultant Manager 16

Three years of professional experience equivalent to an Educational Consultant P13.

OR

Two years of professional experience equivalent to Educational Consultant 14 or Education Consultant Manager 14.

OR

One year of professional experience as an Education Consultant Manager 15.

Special Requirements, Licenses, and Certifications

Current or past possession of a teaching certificate comparable to the one issued in Michigan may be required for some positions.

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For positions managing a work area staffed with Education Research Consultants, a major listed above with not less than eight semester credits in inferential statistics, educational measurement, evaluation design and/or research design, excluding thesis dissertation credits is required.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
EDUCSTMGR	Education Consultant Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Education Consultant Manager-4	EDUCMGR4	NERE-152
Education Consultant Manager-5	EDUCMGR5	NERE-158
Education Consultant Manager-6	EDUCMGR6	NERE-160

ECP Group 3
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